

**MEETING CIRCLES–
HOW TO MAKE EVERY MEETING MORE EFFECTIVE**
(by Maureen Fitzgerald 4 April 2011)

Introduction

Chapter 1. How Effective Are Your Meetings?

- ❑ Good meetings are great
- ❑ A Quiz: How effective are your meetings?
- ❑ The high cost of meetings
- ❑ Why meetings do not work

Chapter 2. The Meeting Circle Model

- ❑ The five P's of a Great Meeting
- ❑ Equal Participation
- ❑ Traditional Meetings vs. Meeting Circles
- ❑ Frequently Asked Questions about Meeting Circles

Chapter 3. Define Your Purpose

- ❑ Three reasons to hold a meeting
- ❑ What do you need?
- ❑ Defining your purpose and outcomes
- ❑ An inadequate purpose

Chapter 4. Invite the Right People

- ❑ Who to Invite
- ❑ Dealing with the uninvited
- ❑ Group size and time
- ❑ Where to hold the meeting,

Chapter 5. Adopt the Circle Principles

- ❑ Equality
- ❑ Confidentiality
- ❑ Commitment
- ❑ Shared ownership
- ❑ Shared leadership

Chapter 6. Apply the Circle Practices

- ❑ Intention
- ❑ Speaking
- ❑ Listening
- ❑ Facilitating

Chapter 7. Follow the Meeting Circle Process

- ❑ Preparing
- ❑ Opening and check in
- ❑ Topic selection
- ❑ Conversation
- ❑ Action plan
- ❑ Check out and closing

Chapter 8. Trouble Shooting and Evaluating your Circle

- Problems are Natural
- How to Deal with Difficult Situations
- Troubleshooting Common Problems
- Evaluating Your Circle

Chapter 9. Conclusion

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